



Meeting Minutes – 17 January 2014

Committee Members Present:

Brian Vander Naald (chair), Chris Donar, Kelly Jensen, Chip McMillan, Sanjay Pyare, Jan Straley, Marsha Sousa, David Tallmon

Committee Members Absent:

Jeremy Kane (sabbatical leave)

Guests:

Jason Amundson, Margaret Rea

Agenda Items:

Review and discussion regarding 2nd Draft Bylaws

The group adopted by consensus, the addition to the committee's membership, an at-large, voting position which can be filled by a faculty member of any UAS school. The Bylaws will be amended to reflect the addition. Brian will present the Bylaws to Faculty Senate at its February meeting for inclusion in the official record.

Discuss URECA Awards and Symposium

The committee discussed its role in the review process and decided by consensus to amend the Bylaws in the following way: note that the RCA Committee is responsible for annual URECA proposal review, but not for administration of awards.

Kelly requested possible "best" dates for the 2014 Mandatory Orientation Session; hearing none, she and Brian will establish a date in February.

Additional notes regarding URECA 2014 reviews and awards:

- 17 applications received
- 13 projects (14 students) awarded
- \$19,571 awarded

*New Business: On behalf of another faculty member, David brought a request to the committee to consider lifting the restriction on using URECA funds to compensate personnel time. After extensive discussion, the committee decided not to make any changes to the policy and recommended that faculty members assist students in finding other possible funding sources (research assistantships, etc.) when they need to be compensated for their time.

Update: field work - logistics support and equipment insurance

Margaret Rea attended the meeting to report on the availability of insurance for field deployment of personnel and equipment. She had met with UAS Statewide Risk Services and reported the following: Equipment...

- UA owned equipment is covered under our self-insured UA Property Insurance, with a \$1,000 deductible.



- The claims process is quite detailed and will be made simpler by photo documentation prior to and during deployment. Margaret and Kelly will draft a memo outlining for researchers the need and specifics of photo documentation and widely distribute the memo throughout Arts and Sciences.
- Statewide Risk Services recommends that even with insurance, researchers build into their budgets the replacement costs for equipment due to weather and/or natural disasters.

Personnel...

- Accident insurance including emergency evacuation or medevac for students is available for purchase from Statewide Risk Management. No such program exists for staff or faculty. Faculty and staff must submit a claim to their personal insurance provider.

Jason Amundson requested vendor possibilities for accident insurance covering faculty and staff. Kelly, with Jason's help will research this and report back to the committee.

*New Business: The committee agreed that there is a need for field safety training courses to be made available to UAS faculty, staff, and students on a regular basis. These courses could include such items as water and boat safety, gun training, bear safety, survival methods and others to be determined. Marsha will work with Margaret to determine possible course offerings. There was brief discussion regarding the possible inclusion of a field methods course as well.

*New Business: Jan Straley notified the group that the IACUC Committee has established a new Field Research Training Module which will be required of all field researchers working with vertebrates. More information will be available soon.

Establish next meeting date

The committee decided by consensus that the next meeting should occur the week just after Spring Break with the purpose of preparing for the 2014 URECA Symposium. The Chair will send a survey poll for possible meeting dates.

Action items

- Amend Bylaws and present to Faculty Senate (Brian)
- Draft a memo outlining procedure for insurance photo documentation of field equipment (Margaret and Kelly)
- Research faculty and staff field insurance/medevac vendors (Jason and Kelly)
- Research possible field safety courses and determine a regularly-offered schedule (Marsha and Margaret)
- Survey poll for next meeting date (Brian)